


## Printing Progress Reports

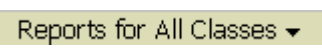
*You can print progress reports for all your classes at once or for each section at a time...your choice. You may include only those students below a certain grade average, or print for all students in your classes.*

*You must follow these instructions for each section of students in your gradebook.*

### Printing progress reports for all your classes at once

**Log into Educator Access Plus** (only have to do this once)

Click  My Gradebook

Click  Reports for All Classes ▼ and then click  Progress Detail

There are 4 default templates for you to choose, according the criteria you want to include in the progress report. The default template #900 is selected at right.

Report: **Email Progress Detail**

Seq #	Report Template Name
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

Typical criteria included on a progress report include:

- Curr Term = Current term (six weeks)
- No Count = assignments which you have marked “No Count” will be included in list
- Ungraded=assignments which you have not yet graded ( \* ) will be included in list
- Comments = any comments for the student will be included
- Sig = a signature line will be added
- Attn Totals = attendance information for your class will be included

If you need additional criteria, or want to change the report format, please refer to **Adding a new progress report template** at the end of these instructions.

### Printing progress reports for everyone in all classes

Choose the report template with the criteria you need and click [Print](#).

Your report will be sent to the **Print Queue**.

NOTE: sometimes your print job will take a few minutes to complete. You may wait for the print job to open on your screen in PDF format, or you may go on to something else. To return to your report later, click [Print Queue](#) to return to the queue and you may print your report then.

A typical progress report is shown below. It was printed from default template #900.

lgbadm18.p BARBERS HILL HIGH SCHOOL Date: 08/29/06 Page:1  
 03.06.01.2 Progress Detail Report for P1 08/14/06 - 09/01/06 Time: 3:49 PM

<div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Student / teacher info</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Grade Calculations</div> <div style="border: 1px solid black; padding: 2px;">Assignments</div>	<p>Student: FUENTES, CORINNA A      Grade: 09      Teacher: MCPARLAND, JOSH                  Course: IPC / IPC      Sec: 14 Prd: 1 Room #: A261</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td>Current P1 Grade: 96</td> <td>Attendance Totals</td> <td>Excused</td> <td>UnExcused</td> <td>Tardy</td> <td>Other</td> </tr> <tr> <td>Percent: 96.25</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Category</th> <th>Earned</th> <th>Possible</th> <th>Score %</th> <th>Grd</th> <th>Category %</th> <th>Adjusted Category %</th> <th>% of Grd</th> </tr> </thead> <tbody> <tr> <td>DAILY WORK</td> <td>500.00</td> <td>500.00</td> <td>100.00</td> <td>100</td> <td>15.00 of 40</td> <td>{ 37.50 * 100.00% }</td> <td>37.50</td> </tr> <tr> <td>JOURNAL</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>LAB</td> <td>94.00</td> <td>100.00</td> <td>94.00</td> <td>94</td> <td>25.00 of 40</td> <td>{ 62.50 * 94.00% }</td> <td>58.75</td> </tr> <tr> <td>MAJOR GRADE</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>PARTICIPATION</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>TEST</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td>60.00</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right; margin-right: 20px;">Current Grade: 96      Current Percent: 96.25</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Cat</th> <th>Week</th> <th>Day</th> <th>Due</th> <th>Assignment</th> <th>Earned</th> <th>Possible</th> <th>%</th> <th>Grd</th> </tr> </thead> <tbody> <tr> <td>DW</td> <td>WK 01</td> <td>Tue</td> <td>08/15</td> <td>Warm-up Science Quiz</td> <td>100.00</td> <td>100.00</td> <td>100.00</td> <td>100</td> </tr> <tr> <td>DW</td> <td>WK 01</td> <td>Wed</td> <td>08/16</td> <td>What is Physics?</td> <td>100.00</td> <td>100.00</td> <td>100.00</td> <td>100</td> </tr> <tr> <td>DW</td> <td>WK 01</td> <td>Fri</td> <td>08/18</td> <td>Student Safety Contract</td> <td>100.00</td> <td>100.00</td> <td>100.00</td> <td>100</td> </tr> <tr> <td>DW</td> <td>WK 02</td> <td>Tue</td> <td>08/22</td> <td>POP QUIZ- Scientific Method</td> <td>100.00</td> <td>100.00</td> <td>100.00</td> <td>100</td> </tr> <tr> <td>DW</td> <td>WK 02</td> <td>Wed</td> <td>08/23</td> <td>SI Length Measurements</td> <td>100.00</td> <td>100.00</td> <td>100.00</td> <td>100</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Total for: DAILY WORK</b></td> <td><b>500.00</b></td> <td><b>500.00</b></td> <td><b>100.00</b></td> <td><b>100</b></td> </tr> <tr> <td>L</td> <td>WK 01</td> <td>Thu</td> <td>08/17</td> <td>Lab Safety Quiz</td> <td>94.00</td> <td>100.00</td> <td>94.00</td> <td>94</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Total for: LAB</b></td> <td><b>94.00</b></td> <td><b>100.00</b></td> <td><b>94.00</b></td> <td><b>94</b></td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;">                 Current Grade / Current Average             </div> <p>Signature: _____ Date: _____</p>	Current P1 Grade: 96	Attendance Totals	Excused	UnExcused	Tardy	Other	Percent: 96.25		0	0	0	0	Category	Earned	Possible	Score %	Grd	Category %	Adjusted Category %	% of Grd	DAILY WORK	500.00	500.00	100.00	100	15.00 of 40	{ 37.50 * 100.00% }	37.50	JOURNAL	0.00	0.00			0.00			LAB	94.00	100.00	94.00	94	25.00 of 40	{ 62.50 * 94.00% }	58.75	MAJOR GRADE	0.00	0.00			0.00			PARTICIPATION	0.00	0.00			0.00			TEST	0.00	0.00			60.00			Cat	Week	Day	Due	Assignment	Earned	Possible	%	Grd	DW	WK 01	Tue	08/15	Warm-up Science Quiz	100.00	100.00	100.00	100	DW	WK 01	Wed	08/16	What is Physics?	100.00	100.00	100.00	100	DW	WK 01	Fri	08/18	Student Safety Contract	100.00	100.00	100.00	100	DW	WK 02	Tue	08/22	POP QUIZ- Scientific Method	100.00	100.00	100.00	100	DW	WK 02	Wed	08/23	SI Length Measurements	100.00	100.00	100.00	100	<b>Total for: DAILY WORK</b>					<b>500.00</b>	<b>500.00</b>	<b>100.00</b>	<b>100</b>	L	WK 01	Thu	08/17	Lab Safety Quiz	94.00	100.00	94.00	94	<b>Total for: LAB</b>					<b>94.00</b>	<b>100.00</b>	<b>94.00</b>	<b>94</b>
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**Printing progress reports for everyone in one (or more) class**

On the screen with the report templates, click

Class List for JOSH MCFARLAND For 08/14/06 - 09/01/06			
<input type="button" value="Select All"/>	<input type="button" value="Clear All"/>		
Terms	Period	Class	Description
<input checked="" type="checkbox"/> 1 - 6	1	IPC / 14	IPC
<input checked="" type="checkbox"/> 1 - 6	3	IPC / 15	IPC
<input checked="" type="checkbox"/> 1 - 6	4	BIO 1 / 08	BIOLOGY 1
<input checked="" type="checkbox"/> 1 - 6	5	IPC / 16	IPC
<input checked="" type="checkbox"/> 1 - 6	6	BIO 1 / 09	BIOLOGY 1
<input checked="" type="checkbox"/> 1 - 6	7	BIO 1 / 10	BIOLOGY 1

Clear out the  from the class you DO NOT want printed.

To clear all classes, click “Clear All.”

To select all classes, click “Select All.”

Click “Print.”

**Printing progress reports only for those with less than a certain grade**

Follow the instructions for creating a new template in the section below.

In the Options section, enter the percentage that you want to be the “floor,” that is, the lowest percentage that you DO NOT want included in the report.

For example, most campuses have the policy that any student with a “75 or below” will receive a progress report. To include a grade of 75, you would have to enter “76” in the option screen.

**Printing more than one copy**

When you send the report to the Print Queue and it is displayed on your screen in PDF format as illustrated above, you may choose how many copies to print in the Printer Dialog box.

## Adding a new progress report template

Click **Add a new Template** to create a new template

Add a new Report Template for the Email Progress Detail Report.

Sequence #:

**Save**

Report Template Name:

**Back**

Let the computer assign a Sequence #; use a template name that will have meaning to you later.

**Select Parameters for Email Progress Detail Report for AP PHY / 01 Prd:1 AP PHYSICS**

**10 - new progress report template**

**Assignments**  
Display Grades and Assignments for Term:  **Save**

**Options** **Undo** **Back**

<input checked="" type="checkbox"/> Display No Count Assignments	<input checked="" type="checkbox"/> Display Signature Line
<input type="checkbox"/> Display Ungraded "*" assignments	<input type="checkbox"/> Display Student's Advisor
<input checked="" type="checkbox"/> Display Student Assignment Comments	<input type="checkbox"/> Display Attendance Totals
<input checked="" type="checkbox"/> Display Missing Assignment Indicator and Reason	Email Report to:
<input type="checkbox"/> Only print student with less than <input type="text"/> final percent	<input checked="" type="radio"/> Guardians <input type="radio"/> Students <input type="radio"/> Both

**Report Format**  
 Display a list of Missing Assignments for each student

**Free Form Header**  
Label 1:   
Label 2:

**Free Form Footer**  
Label 1:   
Label 2:   
Label 3:   
Label 4:

**Class Comments**  
Comment:

Choose the criteria you need for your new report from the choices as shown above. When you are done, click **Save** and then select and print the template you just created.

*NOTE: Choose the term for which you are running the report from the drop down menu. Otherwise, the report will default to the current term.*